



## ANNOUNCEMENT NUMBER 15-09

**OPEN TO:** All Interested Candidates

**POSITION:** Mechanical Engineer

**OPENING DATE:** April 4, 2015

**CLOSING DATE:** April 18, 2015

**WORK HOURS:** Full Time; 40 hrs/week

**SALARY:** *Ordinarily Resident (OR): Position Grade: FSN-11*  
*Not-Ordinarily Resident (NOR): Position Grade: FP-04 (to be confirmed by Washington)*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Sarajevo is seeking individuals for the positions of Mechanical Engineer in the OBO Office in Sarajevo. **PLEASE NOTE THAT THIS IS TEMPORARY EMPLOYMENT, NOT TO EXCEED TWO YEARS FROM THE DATE OF HIRE.**

### **BASIC FUNCTION OF POSITION:**

The Mechanical Engineer shall be directly responsible to the OBO Project Director in the performance of his duties under this contract. He/She will perform oversight, supervision/inspection and OBO project management for the new warehouse at the Embassy compound as directed by OBO Project Director. This Engineer shall be capable of working independently and shall provide professional engineering services in the planning, designing, building and operational aspects of the mechanical facilities (HVAC, fire suppression, pumps in particular).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318).

### **QUALIFICATIONS REQUIRED:**

**All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item. IMPORTANT: IF APPLICANTS DO NOT CLEARLY ADDRESS ALL POSITION REQUIREMENTS LISTED BELOW, THE APPLICATION WILL BE DISQUALIFIED.**

1. BS in Mechanical Engineering from a recognized university.
2. Five years of progressively responsible experience as a professional engineer in a reputable organization is required.
3. Level IV (fluent) English both written and spoken is required; Level IV (fluent) Bosnian/Serbian/Croatian is required.
4. Must be able to use Microsoft Office applications and AutoCad software application.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at <http://www.state.gov/documents/organization/136408.pdf>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO:

Please submit applications **by e-Mail** to [SarajevoJobVacancy@state.gov](mailto:SarajevoJobVacancy@state.gov).

## POINT OF CONTACT:

Phone: +387 33 704 000 ext. 4318

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